



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado, Idaho, Montana, Oregon
Utah, Washington, Wyoming

1601 Lind Avenue SW
Renton, Washington 98055-4056

Jul 10, 2003

Dear Airport Sponsor:

This letter is to provide you with notification and a list of the annual requirements and deadlines under the Federal Aviation Administration's (FAA) Disadvantaged Business Enterprise (DBE) Program. Please read each requirement carefully as some of the requirements may not apply to your airport. This notice is provided annually and no additional reminder letters will be sent. Please ensure you set up a tracking system to allow you to meet these deadlines.

Requirement	Due Date
<p>1. <i>FY04 Overall DBE Goal</i>–See Attachment 1</p> <p>Applicable only to airports that will award more than \$250,000 in prime contracts funded by AIP grants.</p> <p>Note: If you are submitting a goal and do not have an approved DBE plan under 49 CFR Part 26, you are also required to submit a new DBE plan.</p>	August 1, 2003
<p>2. <i>FY03 Report of DBE Goal Accomplishment (Form 4630)</i>–See Attachment 2</p> <p>Applicable only to airports who awarded contracts during FY03 that were funded by an AIP grant of \$250,000 or more</p> <p>NOTE: NEW FORM 4630 THIS YEAR</p>	October 17, 2003
<p>3. <i>FY03 DBE Concession Accomplishment Report</i>–See Attachment 3</p> <p>Applicable only to primary airports with concessions. A concession is a for profit business enterprise engaged in the sale of consumer goods or services to the public under an agreement with the sponsor, another concessionaire or owner of the terminal.</p>	December 5, 2003 Negative reply requested.
<p>4. <i>FY04 Concession Plan Update and Goals</i>–See Attachment 4</p> <p>Only required of primary airports with concessions.</p>	December 5, 2003 Negative reply requested.
<p>5. <i>FY05 Overall DBE Goal</i>–See item 1 above for information</p> <p>Applicable only to airports that will award more than \$250,000 in prime contracts funded by AIP grants.</p> <p>Note: If you are submitting a goal and do not have an approved DBE plan under 49 CFR Part 26, you are also required to submit a new DBE plan.</p>	August 1, 2004

We appreciate your cooperation in submitting these reports to our office by the indicated due dates. If you have any questions or need additional information regarding the requirements, please call Christine Whitehead at (425) 227-2095 or Joelle Briggs at (425) 227-2097.

Sincerely,

/s/

Dennis M. McCain
Manager, Civil Rights Staff, ANM-9

4 Enclosures

Attachment 1--FY04 Overall DBE Goal

Attachment 2--FY03 Report of DBE Goal Accomplishment

Attachment 3--FY03 DBE Concession Accomplishment Report

Attachment 4--FY04 Concession Plan Goals

cc:

Denver ADO

Helena ADO

Seattle ADO

File: 5000

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ANM-9C/D:JBriggs/CWhitehead:jmb:x2009:07/9/03